

INTERNAL USE ONLY

12 February 1963

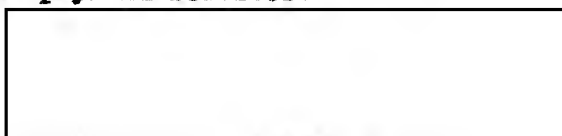
MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Special Payroll Services

1. The Agency has an informal policy of providing as many payroll services as possible. Most of these services have resulted from reasons of security, hardship on the employee, and convenience to the Agency. Many of the fringe services, such as special check handling and money raising campaign notices, are often provided to the detriment of "must" payroll services.

2. In view of the fact that the number of special services and "must" services (such as tax withholdings) is increasing, and requiring more time and cost, it is recommended that a joint study be made with the Office of Personnel to achieve the following:

- a. An evaluation of the present services being provided to ensure that the benefits to the Agency are commensurate with a reasonable cost;
- b. Recommendations for continuing or discontinuing each service; and
- c. The preparation of a more definitive policy and guidelines concerning special payroll services.

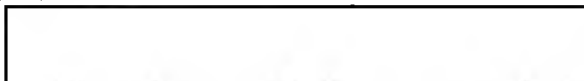


Acting Chief, Fiscal Division

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(Buckles to check on the above)
per R H F.



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